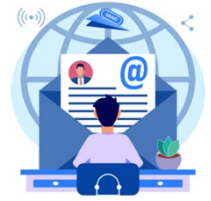


Assignment: EMAIL

Imagine your department's head has decided that a group of students gets the opportunity to change a few things in favour of all students at Campus Meistraat, Antwerp. You will be given a budget of € 100.000 to make a few changes.



There are some rules to work by: whatever you would like to do with the money:

1. It has to be used in favour of all the students studying at Meistraat.
2. Your head of department has to agree to what you would like to change.
3. Sustainability needs to be a criterium: the intervention should have a long-lasting effect, should have a positive impact on everyone, and should not have any negative effects on the environment.

Get prepared for this: think thoroughly about what you would like to change and look up information in terms of cost and feasibility.

Write an email to the department's head in which you explain your ideas and convince her to select you.

In your email make sure to include these elements:

1. Do you have one or several ideas? What are they? Make them as concrete as possible.
2. How does your intervention solve a problem or need of your fellow students? Are you sure that it will speak to everybody, and not only a certain group of students specifically?
3. Will you spend your entire budget all at once (1 main event) or spread it over a longer period of time?
4. Is your intervention sustainable?

	Poor 0-1	Average 2	Good 3	Excellent 4
<p>Content (20%)</p> <ul style="list-style-type: none"> - realistic ideas - originality - sufficiency 	Information is totally lacking.	Information is not sufficient, and not realistic.	Information is sufficient and realistic.	Sufficient information is provided, and student has provided much original ideas.
<p>Structure (20%)</p> <ul style="list-style-type: none"> - salutation - closing - paragraphs 	The email has no structure, and/or a salutation and/or closing are missing.	The email has a poor structure, and/or salutation, and/or closing are missing.	The email has paragraphs, although not necessarily logically arranged, a correct salutation and closing.	The email is very well structured, and has a correct salutation and closing.
Grammar (20%)	Writer consistently makes errors with grammar, word order, and sentence structure. Verb tenses and conjugations are inaccurate.	Writer makes frequent mistakes with grammar, word order, and sentence structure. Errors interfere with comprehension. Verb tenses and conjugations are used incorrectly from time to time.	Writer usually uses correct grammar, word order, and sentence structure. Some errors with more complex structures. Usually uses verb tenses and conjugations correctly.	Writer uses correct grammar, word order, and sentence structure. Accurate use of verb tenses and conjugations.
Vocabulary (20%)	Writer does not use sufficient vocabulary. Vocabulary is below the expected level and often irrelevant to the topic. Only basic transition and cohesive words are used or none are used.	Writer uses some learned vocabulary, but most of it is basic and repetitive. Too little variation in transition and cohesive words.	Writer uses a variety of relevant vocabulary. Vocabulary is appropriate to the level and topic. Uses transition and cohesive words throughout.	Writer goes above and beyond, using a wide variety of vocabulary. Correct usage of new or unfamiliar vocabulary. Uses a wide variety of transition and cohesive words.
Spelling (20%)	Spelling is very poor. The text contains too many mistakes, which impairs the fluent reading of the text.	Spelling is below expectations and the text contains too many mistakes.	Some mistakes, but these are not prominent and do not impair the fluency of the text.	No spelling mistakes.